

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Personnel Ceilings.

1. PROBLEM

To determine what action is necessary to insure the orderly expansion of the Agency with greater personnel selectivity and within an "on duty" personnel ceiling of [REDACTED] to be reached about 1 January 1953. This personnel ceiling does not include personnel authorized under "projects" (see Tab A) nor IAC personnel (see Tab B).

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2. ASSUMPTIONS

- a. That ~~33-1/3~~ ^{1%} percent losses of "in process" personnel may be expected to occur on cases entering Security due to declinations and rejections.
- b. That a loss of ~~one~~ ^{1%} percent per month of "on duty" personnel may be expected due to attrition.
- c. That processing time for each case, including Security check, will require approximately four months.

3. FACTS BEARING ON THE PROBLEM

- a. "On duty" personnel ^{ceiling} established by the Director [REDACTED]
- b. Personnel now on duty, approximately [REDACTED]
- c. ^{Personnel Now} ~~Number of persons~~ in process as of 23 January 1952, approximately 1,900.
- d. By reducing our basic number ^{of Personnel} ~~to be~~ entered on duty to [REDACTED] per month, to which ~~and~~ ^{and} will be added during the first four months those finally cleared out of the 1,900 ^{New in Process} referred to in Paragraph c above, we will reach a total personnel on duty of [REDACTED] by 31 December 1952. (Tab C) ^{strength}

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4. DISCUSSION

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The present Tables of Organization authorize approximately [REDACTED] positions. This is 17 ~~per cent~~ in excess of the established

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ceiling of [REDACTED] The obvious solution of reducing all Tables of Organization 17 percent is not possible because of the disparity among offices of the personnel either "on duty" or "in process." An alternative is to fix a ceiling for each office which allows for entry on duty for all personnel now in process, plus a moderate expansion. It will also be advisable to retain some flexibility so that a Deputy Director can allocate his staff between departmental and field offices [REDACTED] and, likewise, the Assistant Directors should be able to allocate their staff to the component parts of their offices as need dictates.

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5. CONCLUSIONS

a. Personnel ceilings for the various offices should be established with reasonable adjustments ^{to the extent possible that may be made by the} Deputy Directors in their groups of offices, and by the Assistant Directors within their offices so long as the overall ceilings established for a group or office are not exceeded. Such adjustments should be made in consultation with the Deputy Director (Administration).

b. The rate of personnel recruitment should be reduced ~~which reduction could be obtained at least partially by~~ greater emphasis on selectivity.

6. RECOMMENDATIONS

a. That the personnel ceilings indicated in the "proposed ceiling" column of Tab D, attached, be established with the understanding that adjustments may be made by Deputy Directors between the offices in his group, and that Assistant Directors may make similar adjustments between the component parts of their offices, provided that neither exceed the ceilings established for them. ^{Such adjustments should be made in consultation with the DD/A}

b. That the Agency proceed with entering on duty ^{as many of} the 1,900 now in process as can be cleared, and that the basic rate of entering personnel on duty be reduced to [REDACTED] per month 25X1A

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